



**AGENDA OF THE REGULAR SESSION
CITY OF AUBURN PLANNING COMMISSION
1225 LINCOLN WAY, AUBURN, CA 95603**

**April 1, 2014
6:00 PM**

Planning Commissioners

Lisa Worthington, Chair
Roger Luebke
Matt Spokely
Fred Vitas
Nick Willick

City Staff

Will Wong, Community Development Director
Reg Murray, Senior Planner

I. CALL TO ORDER

II. APPROVAL OF MINUTES

October 16, 2012
December 18, 2012
February 5, 2013
February 19, 2013
August 6, 2013
October 1, 2013
December 17, 2013
February 4, 2014
February 18, 2014

III. PUBLIC COMMENT

This is the time provided so that persons may speak to the Commission on any item not on this agenda. Please make your comments as brief as possible. The Commission cannot act on items not included on this agenda; however, the items will be automatically referred to City staff.

IV. COMMISSION BUSINESS

A. Planning Commission Priorities Follow-up

V. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

- A. City Council Meetings
- B. Future Planning Commission Meetings
- C. Reports

VI. PLANNING COMMISSION REPORTS

The purpose of these reports is to provide a forum for Planning Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

VII. FUTURE PLANNING COMMISSION AGENDA ITEMS

Planning Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

VIII. ADJOURNMENT

Thank you for attending the meeting. The Planning Commission welcomes your interest and participation. If you want to speak on any item on the agenda, as directed by the Chairman, simply go to the lectern, give your name, address, sign in and speak on the subject. Please try to keep your remarks to a maximum of five minutes, focus on the issues before the Planning Commission and try not to repeat information already given to the Commission by a prior speaker. Always speak into the microphone, as the meeting is recorded on tape. It is the policy of the Commission not to begin consideration of a project after 10:00 PM. Such projects will be continued to the next meeting.

Materials related to an item on this Agenda submitted to the Planning Commission after distribution of the agenda packet are available for public inspection in the Community Development Department during normal business hours.

**MINUTES OF THE
AUBURN CITY PLANNING COMMISSION MEETING
October 16, 2012**

The regular session of the Auburn City Planning Commission was called to order on October 16, 2012, at 6:00 p.m. by Chairman Spokely in the Council Chambers, 1225 Lincoln Way, Auburn, California.

COMMISSIONERS PRESENT: Snyder, Spokely, Worthington, Young
COMMISSIONERS ABSENT: Vitas
STAFF PRESENT: Will Wong, Community Development Director

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF MINUTES**

None

- IV. PUBLIC COMMENT**

None

- V. PUBLIC HEARING**

- A. DESIGN REVIEW PERMIT MODIFICATION & EXTENSION – 1255 RACQUET CLUB DRIVE (AUBURN RACQUET CLUB) – FILE DRP EXT 02-3(D).** The applicant requests approval of a modification to the approved Design Review Permit in order to construct the racquet club facilities in three phases instead of two; and an extension of time to allow completion of the three phases in two, four, and six years, respectively.

Planner Murray presented the staff report for the entitlements proposed for the Auburn Racquet Club. He reviewed the project site and entitlement history and summarized the modification request which revises the project phasing by permitting three phases instead of two. He also summarized the extension request that would establish separate timing for the completion of each of the three phases.

Commissioner Snyder asked about the history of past extensions and if longer time periods would create any issues.

Planner Murray indicated that longer periods could be approved if the Commission wanted to do so.

Commissioner Snyder suggested lengthening the term of the extension.

Commissioner Worthington raised questions about the project phasing and use of the property.

Planner Murray summarized the project phasing and uses at the racquet club.

Commissioner Young asked questions about the perimeter wall being provided around the project site.

Planner Murray reviewed the project history relating to completion of the wall.

The Commission discussed the history of the project's phasing and provision of the perimeter wall.

Commissioner Young asked if the neighbors had been notified of the current proposal.

Planner Murray stated that public notice was provided for the project and had received one inquiry about the notice.

Chair Spokely asked if there were any statutory limitations to be aware of due to the length of time the project has been around.

Planner Murray indicated there were no limitations.

Commissioner Young inquired whether the footprint of the project changed since the original project approval in 2004.

Planner Murray confirmed that the project boundaries had not changed.

Chair Spokely opened the hearing to the public.

Jack Drimmer, owner of the Auburn Racquet Club, responded to several of the prior comments by the Commission, including the factors affecting construction of the project and completion of the perimeter wall.

Commissioner Young questioned the existing fencing on the western side of the project.

Mr. Drimmer noted that the fence is the rear yard fence for the adjoining neighbors.

Commissioner Worthington asked about grading and erosion control measures taken by the project.

Planner Murray summarized the grading and erosion control measures approved by the City and implemented by the property owner.

Chair Spokely asked for clarification about the scope of the original project.

Mr. Drimmer reviewed the components of his project and the issues that prevented the project from moving forward.

Chair Spokely asked if Mr. Drimmer had any objections to a longer approval period.

Mr. Drimmer stated that he had no objections.

Chair Spokely asked if it was feasible to construct the entire perimeter block wall with the first phase.

Mr. Drimmer said it would not be feasible.

Commissioner Snyder asked Mr. Drimmer if his intention was to construct the lower parking area this year.

Mr. Drimmer indicated that it was.

Marsha Gotzmer at 1138 Racquet Club Drive would hate to not have the project go through since the additional parking is essential to improve parking at the club.

Lee Buckingham, project architect, responded to earlier Commission questions.

Commissioner Young asked for an estimate on timing for construction of the project.

Mr. Buckingham discussed timing for the project's phases.

Commissioner Worthington asked if the project includes any LEED elements.

Mr. Buckingham noted their interest in getting the project certified.

Chair Spokely closed the hearing to the public.

Commissioner Snyder suggested that the Community Development Director have the ability to administratively approve two, one-year extensions for each phase.

Director Wong stated that staff had no objections to this approach.

The Commissioners discussed the timing of the different phases and construction of the perimeter wall.

Commissioner Snyder **MOVED** to adopt Resolution No. 12-12 approving the Design Review Permit Extension and Modification, as amended to give the Community Development Director the ability to administratively approve two, one-year extensions for each phase, provided that there are no substantial changes to the project.

Commissioner Young **SECONDED** the motion.

AYES:	Snyder, Spokely, Worthington, Young
NOES:	None
ABSTAIN:	None
ABSENT:	Vitas

The motion was **APPROVED**.

- B. VARIANCE - 165 VILLAGE LANE – FILE VA 12-05.** The applicant requests approval of Variance to encroach within the 20' front yard setback in the Single-Family Residential zone. The Variance would allow a proposed living room addition to have a front yard setback of 13'-9" to 20'-0."

Director Wong presented the staff report and summarized the variance proposal to allow a living room addition to encroach into the 20' front yard setback.

Chair Spokely asked if the resulting building setbacks were consistent with the neighboring unit at 155 Village Lane.

Director Wong confirmed that it would be similar and that the applicant had the support of her neighbors.

Chair Spokely and Commissioner Snyder asked for clarification about other development standards affecting the lot.

Director Wong reviewed the standards associated with the proposal.

Chair Spokely opened the public hearing.

Suzi de Fossett, property owner, summarized the proposed house addition and associated variance request.

Commissioner Snyder asked about her ability to park on the property.

Ms. De Fossett noted that her driveway runs to the rear of the lot and this provides ample parking.

Chair Spokely closed the public hearing.

Commissioner Worthington **MOVED** to adopt Resolution No. 12-13 approving the setback variance, as presented.

Commissioner Snyder **SECONDED** the motion.

AYES:	Snyder, Spokely, Worthington, Young
NOES:	None
ABSTAIN:	None
ABSENT:	Vitas

The motion was **APPROVED**.

VI. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

A. City Council Meetings

None.

B. Future Planning Commission Meetings

None.

C. Reports

None

VII. PLANNING COMMISSION REPORTS

The purpose of these reports is to provide a forum for Planning Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

VIII. FUTURE PLANNING COMMISSION AGENDA ITEMS

Planning Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

IX. ADJOURNMENT

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Reg Murray, Senior Planner

**MINUTES OF THE
AUBURN CITY PLANNING COMMISSION MEETING
December 18, 2012**

The regular session of the Auburn City Planning Commission was called to order on December 18, 2012, at 6:00 p.m. by Chairman Spokely in the Council Chambers, 1225 Lincoln Way, Auburn, California.

COMMISSIONERS PRESENT: Luebkehan, Snyder, Spokely, Vitas, Worthington

COMMISSIONERS ABSENT: None

STAFF PRESENT: Will Wong, Community Development Director

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ELECTION OF PLANNING COMMISSION OFFICERS

- A. Chair – Matt Spokely
- B. Vice Chair – Lisa Worthington
- C. Traffic Committee Representative – Roger Luebkehan
- D. Traffic Committee Alternate – Fred Vitas

IV. APPROVAL OF MINUTES

None

V. PUBLIC COMMENT

None

VI. PUBLIC HEARING

- A. DESIGN REVIEW PERMIT – 570 GRASS VALLEY HIGHWAY (GOLD RUSH CHEVROLET) – FILE DRP 12-2.** The applicant requests approval of a Design Review Permit to remodel the building facades of the Gold Rush Chevrolet building located at 570 Grass Valley Highway.

Director Wong presented the staff report and summarized the changes associated with the remodel of all four building façades at the Gold Rush Chevrolet.

Chair Spokely opened the public hearing.

Ron Lichau, project architect, addressed the Commission.

Commissioner Worthington asked about the ACM panels proposed for the building.

Mr. Lichau described the ACM panels.

Commissioner Worthington asked about signs on the building.

Mr. Lichau reviewed the proposed signs.

Commissioner Worthington asked about vehicle circulation.

Mr. Lichau stated that directional signs will be provided to improve circulation.

Commissioner Vitas asked if parking will be impacted by the modifications.

Mr. Lichau indicated that additional spaces will be provided.

Chair Spokely closed the public hearing.

Commissioner Vitas **MOVED** to adopt Resolution No. 12-15 approving the Design Review Permit for Gold Rush Chevrolet, as presented.

Commissioner Snyder **SECONDED** the motion.

AYES:	Luebke, Snyder, Spokely, Vitas, Worthington
NOES:	None
ABSTAIN:	None
ABSENT:	None

The motion was **APPROVED**.

VII. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

A. City Council Meetings

Director Wong noted that, on January 14, 2013, the City Council will hold the second reading for mobile food vendors on private property and will conduct a second meeting to consider mobile food vendors in the City right-of-way. He summarized the City Council's discussion about both issues.

B. Future Planning Commission Meetings

Director Wong noted that the Commission's next meeting will be January 15, 2013.

C. Reports

None

VIII. PLANNING COMMISSION REPORTS

The purpose of these reports is to provide a forum for Planning Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

IX. FUTURE PLANNING COMMISSION AGENDA ITEMS

Planning Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

X. ADJOURNMENT

The meeting adjourned at 6:29 p.m.

Respectfully submitted,

Reg Murray, Senior Planner

**MINUTES OF THE
AUBURN CITY PLANNING COMMISSION MEETING
February 5, 2013**

The regular session of the Auburn City Planning Commission was called to order on February 5, 2013, at 6:00 p.m. by Chairman Spokely in the Council Chambers, 1225 Lincoln Way, Auburn, California.

COMMISSIONERS PRESENT: Luebkehan, Snyder, Spokely, Vitas

COMMISSIONERS ABSENT: Worthington

STAFF PRESENT: Will Wong, Community Development Director
Reg Murray, Senior Planner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

January 15, 2013

IV. PUBLIC COMMENT

None

V. PUBLIC HEARING

A. DESIGN REVIEW PERMIT AMENDMENT AND VARIANCE AMENDMENT – CENTURY LIGHTING BLDG 4 (12830 EARHART AVENUE) – FILE DRP AMEND 90-15(A) & VA 92-34(A). The applicant requests approval of a Design Review Permit Amendment and a Variance Amendment for Century Lighting Building #4 at 12830 Earhart Avenue in the Auburn Airport Industrial Park (Files # DRP Amend 90-15(A); VA Amend 92-34(A)). The Design Review Permit Amendment addresses the proposed site design and architecture for a 2,700 square foot building addition, while the Variance will permit encroachment into the side yard and rear yard building setbacks.

Planner Murray presented the staff report and summarized the Design Review Permit and Variance proposals request for the Commission.

Commissioner Vitas asked about if there was any precedence for the variance request.

Planner Murray identified other locations that have similar setback variances.

Chair Spokely noted that the Commission reviewed the proposed architecture at the previous hearing and asked staff if the plans presented at this meeting were the same as those from the earlier meeting.

Planner Murray noted that they were the same plans and no changes had been made.

Commissioner Vitas **MOVED** to approve the Design Review Permit and Variance amendments as presented.

Commissioner Snyder **SECONDED** the motion.

AYES:	Luebke, Snyder, Spokely, Vitas
NOES:	None
ABSTAIN:	None
ABSENT:	Worthington

The motion was **APPROVED**.

VI. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

A. City Council Meetings

None

B. Future Planning Commission Meetings

Planner Murray noted that the Commission will review their planning priorities at the February 19, 2013 hearing.

C. Reports

None

VII. PLANNING COMMISSION REPORTS

The purpose of these reports is to provide a forum for Planning Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

None

VIII. FUTURE PLANNING COMMISSION AGENDA ITEMS

Planning Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

None

IX. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Reg Murray, Senior Planner

**MINUTES OF THE
AUBURN CITY PLANNING COMMISSION MEETING
February 19, 2013**

The regular session of the Auburn City Planning Commission was called to order on February 19, 2013, at 7:45 p.m. by Chairman Spokely in the Council Chambers, 1225 Lincoln Way, Auburn, California.

COMMISSIONERS PRESENT: Luebkehan, Worthington & Spokely

COMMISSIONERS ABSENT: Snyder, Vitas

STAFF PRESENT: Will Wong, Community Development Director
Reg Murray, Senior Planner

I. CALL TO ORDER

II. APPROVAL OF MINUTES

None

III. PUBLIC COMMENT

None

IV. COMMISSION BUSINESS

A. Annual Planning Commission priorities list discussion

Chairman Spokely noted that two Commissioners were absent and suggested that the discussion on the priorities list be continued to the March 5th meeting.

The Commission agreed to postpone their discussion of priorities to March 5th.

B. Annual Housing Element Implementation report

Planner Murray presented the annual housing element implementation report.

Chair Spokely asked about the success rate for applicants to the HOME First Time Home Buyer program.

Planner Murray summarized the FTHB program and the success rate.

Commissioner Luebkehan asked how long program funding remains available.

Planner Murray noted that the program funding lasts for a little more than two years.

Commissioner Worthington asked what the threshold is to qualify as low income.

Planner Murray reviewed the State's determination of low income status.

Commissioner Worthington asked about several code amendments associated with the 2008 Housing Element.

Planner Murray summarized the code amendments and their upcoming schedule for adoption.

Commissioner Worthington asked if the City meets its RHNA numbers from SACOG.

Planner Murray commented on the RHNA numbers and the requirements of the Housing Element.

C. Annual General Plan implementation work plan and checklist report

Planner Murray presented the annual General Plan implementation report.

Commissioner Worthington provided the Commission with information about the Caltrans Main Streets guide.

Commissioner Worthington asked about the City's Sphere of Influence.

Planner Murray reviewed the City's SOI.

Commissioner Worthington asked about the water use efficiency project.

Planner Murray noted that the State template would be amended for Auburn's use.

Director Wong and Planner Murray discussed differences between the implementation work plan and the special projects list.

D. Annual Land Use Plans and Implementation with SACOG *Blueprint* comparison

Planner Murray presented the report for the annual SACOG *Blueprint* review.

V. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

A. City Council Meetings

None

B. Future Planning Commission Meetings

Director Wong noted that the Commission will have a meeting on March 5, 2013.

C. Reports

None

VI. PLANNING COMMISSION REPORTS

The purpose of these reports is to provide a forum for Planning Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

None

VII. FUTURE PLANNING COMMISSION AGENDA ITEMS

Planning Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

None

VIII. ADJOURNMENT

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Reg Murray, Senior Planner

**MINUTES OF THE
AUBURN CITY PLANNING COMMISSION MEETING
August 6, 2013**

The regular session of the Auburn City Planning Commission was called to order on August 6, 2013, at 6:15 p.m. by Chair Spokely in the Council Chambers, 1225 Lincoln Way, Auburn, California.

COMMISSIONERS PRESENT: Luebkehan, Willick, Worthington, Vitas, & Spokely

COMMISSIONERS ABSENT: None

STAFF PRESENT: Will Wong, Community Development Director
Lance E. Lowe, AICP, Associate Planner

I. CALL TO ORDER

II. APPROVAL OF MINUTES

None

III. PUBLIC COMMENT

None

IV. PUBLIC HEARING

A. DESIGN REVIEW PERMIT – 436 GRASS VALLEY HIGHWAY (M&M MUFFLER) – FILE DRP 13-01. The applicant requests Design Review Permit approval for the construction of a ±1,200 square foot storage accessory building in the Regional Commercial (C-3) Zone.

Planner Lowe presented to the project description and discussed the proposal.

Commissioner Worthington asked whether or not utilities would be extended to serve the building.

Planner Lowe replied that except for a light at the entryway door, no utilities will be extended to the accessory building. The accessory building is for storage only.

Chairman Spokely noted that the structure is going underneath power lines and condition requires the applicant to show the easement on the plans and get approval from the utility provider.

Planner Lowe replied yes and the existing building has been constructed under the power lines and the utility lines will go across the corner of the proposed building.

Planner Lowe also noted that the foundation is constructed in close proximity to a 45 degree slope and the foundation is required to be constructed in accordance with the recommendations of a geo-technical engineer.

Chairman Spokely opened the public hearing.

The applicant, Kevin Letcher of LHR Construction, addressed the commission.

Mr. Letcher noted that the applicant wanted to add additional storage for their muffler shop business. Mr. Letcher noted that no electrical is proposed in the building as no work will occur in the building.

Commissioner Worthington asked about the utility easements and overhead lines over the building.

Mr. Letcher noted that the utility lines go over the corner of the building and that he does not foresee any issue with working with PG&E.

Mr. Letcher noted that he will be working with PG&E to secure their approval prior to issuance of the building permit by the city.

Commissioner Worthington asked about the center line of Auburn Ravine?

Mr. Letcher noted that he had Placer Title do a title search and the site plan was prepared based on the maps previously prepared.

Commissioner Worthington asked about the storm water quality requirements.

Chairman Spokely noted that the storm water quality conditions are identified in Public Works Condition of Approval No. 2.

Chairman Spokely opened the public hearing and closed the public hearing with no persons wishing to speak on the project.

Commissioner Worthington noted that the storm water quality requirements have changed and that there is no time period for best management practices.

Commissioner Worthington **MOVED** to recommend approval of Planning Commission Resolution No. 13-13 for M&M Muffler, with deletion of Public Works Condition of Approval No. 2 (a) which limits the storm water quality requirements from October 15th through May 1st.

Commissioner Willick **SECONDED** the motion.

AYES:	Luebkeeman, Willick, Worthington, Vitas & Spokely
NOES:	None
ABSTAIN:	None
ABSENT:	None

The motion was **APPROVED**.

B. AN ORDINANCE REPEALING SECTION 158.236 AND ADDING NEW SECTIONS OF THE AUBURN MUNICIPAL CODE FOR STREET NAMING (CHAPTER 158) – ADMIN FILE – 303.1 Planning Commission Recommendation to the City Council on an Ordinance Repealing Section 158.236 and adding new sections of the Auburn Municipal Code for Street Naming.

Planner Lowe presented this item and discussed the background of the road naming ordinance. The road naming ordinance was initiated by the City Council last January and would apply to all new streets, public and private, in the city.

Planner Lowe noted that with the exception of two provisions, the City Municipal Code is silent on street naming.

Planner Lowe discussed the proposed sections of the road naming ordinance.

Commissioner Luebkeeman asked about the list that will be compiled by the Streetscape History and Arts Advisory Committee (SHAAC).

Planner Lowe discussed the parameters of the street naming list provided by the City Council.

Director Wong noted that SHAAC is the current body to come up with names. In the future the process could be different.

Chairman Spokely asked about the proposed \$200.00 dollar fee.

Planner Lowe noted that the alternative street naming application will be at cost with an initial deposit of \$200.00.

Chairman Spokely noted that required street names is very unusual.

Commissioner Worthington noted that the road naming ordinance should only apply to public streets.

Director Wong noted that the direction by the City Council was that the ordinance would apply to all future streets.

Commissioner Luebkehan noted that the ordinance should only apply to public streets.

Chairman Spokely asked about existing tentative maps that are still valid. Are they subject to the ordinance?

Planner Lowe replied that the road naming ordinance does not exempt existing tentative maps.

Chairman Spokely asked what notification was made to persons of existing tentative maps?

Planner Lowe replied that existing applicants were not notified and that notification was made with a 1/8 page ad as required by state law.

Chairman Spokely asked about the alternative street name process.

Planner Lowe discussed the alternative street name process.

Commissioner Vitas asked if historically, were applicants able to choose their own street names?

Director Wong noted that applicants were able to choose their own street names.

Chairman Spokely and Commissioner Worthington noted that persons with existing maps should be notified.

Director Wong noted that staff can send notice to persons with existing tentative maps.

Chairman Spokely asked about the alternative road naming process. Will that go directly to City Council?

Director Wong noted that the alternate road naming process will go directly to City Council.

Chairman Spokely asked if the road naming could be handled during the entitlement process.

Planner Lowe noted that typically, the developer is concerned about more important issues such as engineering, budgets, architectural design, etc. Street names are not typically considered at entitlement application processing time.

Commissioner Luebkehan noted again that he would rather have this apply only to public streets.

The Commission discussed the topics at issue:

- Public vs. private streets;
- Exemptions for existing maps; and,
- Notification for persons with existing maps.

Commissioner Worthington **MOVED** adopt Resolution No. 13-14 to recommend that the City Council approve the Street Naming Ordinance Repealing Section 158.236 and adding new sections of the Auburn Municipal Code, as amended by the Planning Commission, as follows:

1. Road Name Ordinance should only apply to public roads not private roads;
2. Road Naming Ordinance should exempt existing tentative maps;
3. Notification shall be provided to persons with existing tentative maps.

Commissioner Luebkehan **SECONDED** the motion.

AYES:	Luebkehan, Willick, Worthington, Vitas, & Spokely
NOES:	None
ABSTAIN:	None
ABSENT:	None

The motion was **APPROVED**.

V. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

A. City Council Meetings

Director Wong reported that the Emergency Shelter overlay ordinance was to be considered by the City Council on August 12, 2013.

B. Future Planning Commission Meetings

Director Wong noted that there is no Planning Commission meeting on August 20, 2013.

C. Reports

None

VI. PLANNING COMMISSION REPORTS

The purpose of these reports is to provide a forum for Planning Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

Commissioner Worthington stated that the City of Auburn has been included in Caltrans' new guide called Main Street California as an example of downtown redevelopment which demonstrates complete streets, livability and sustainability principles for multi-modal transportation.

VII. FUTURE PLANNING COMMISSION AGENDA ITEMS

Planning Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

None

VIII. ADJOURNMENT

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Lance E. Lowe, AICP
Associate Planner

**MINUTES OF THE
AUBURN CITY PLANNING COMMISSION MEETING
October 1, 2013**

The regular session of the Auburn City Planning Commission was called to order on October 1, 2013, at 6:30 p.m. by Chair Spokely in the Council Chambers, 1225 Lincoln Way, Auburn, California.

COMMISSIONERS PRESENT: Willick, Vitas & Spokely

COMMISSIONERS ABSENT: Luebkehan & Worthington

STAFF PRESENT: Will Wong, Community Development Director
Lance E. Lowe, AICP, Associate Planner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

September 17, 2013 minutes approved as presented.

IV. PUBLIC COMMENT

None

V. PUBLIC HEARING

- A. VARIANCE PERMIT – 191 PLEASANT AVENUE (BLACKMORE VARIANCE) – FILE VA 13-02.** The applicant requests a Lot Coverage and Setback Variance to construct an attached carport to an existing second residential unit in the Residential, Multiple Family (R-3) District.

Staff visited the site and a tree is located on the property that was not shown on the plans and a tree permit is required.

Staff is required to re-notice the project so, would like to continue the item to a date uncertain.

At the request of staff, the Planning Commission continued the public hearing off calendar.

The Commission **MOVED** to continue the project to a date uncertain.

AYES: Willick, Vitas & Spokely

NOES: None
ABSTAIN: None
ABSENT: Worthington & Lubkeman

The project was continued to a date uncertain.

VI. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

A. City Council Meetings

None

B. Future Planning Commission Meetings

None

C. Reports

None

VII. PLANNING COMMISSION REPORTS

The purpose of these reports is to provide a forum for Planning Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

None

VIII. FUTURE PLANNING COMMISSION AGENDA ITEMS

Planning Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

None

IX. ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Lance E. Lowe, AICP
Associate Planner

**MINUTES OF THE
AUBURN CITY PLANNING COMMISSION MEETING
December 17, 2013**

The regular session of the Auburn City Planning Commission was called to order on December 17, 2013, at 6:00 p.m. by Chair Spokely in the Council Chambers, 1225 Lincoln Way, Auburn, California.

COMMISSIONERS PRESENT: Luebkehan, Spokely, Vitas, Willick & Worthington

COMMISSIONERS ABSENT:

STAFF PRESENT: Lance E. Lowe, AICP, Associate Planner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ELECTION OF PLANNING COMMISSION OFFICERS

- A. Chair
- B. Vice Chair
- C. Traffic Committee Representative
- D. Traffic Committee Alternate

Commissioner Vitas Nominated Lisa Worthington as Chair.

Chairman Spokely **SECONDED** the motion.

AYES:	Luebkehan, Spokely, Vitas, Willick & Worthington
NOES:	None
ABSTAIN:	None
ABSENT:	None

The nomination was **APPROVED**.

Commissioner Worthington Nominated Roger Luebkehan as Vice Chair.

Commissioner Willick **SECONDED** the motion.

AYES:	Luebkehan, Spokely, Vitas, Willick & Worthington
NOES:	None
ABSTAIN:	None
ABSENT:	None

The nomination was **APPROVED**.

Commissioner Roger Luebkehan nominated himself as Traffic Commission Representative.

Commissioner Vitas **SECONDED** the motion.

AYES:	Luebkehan, Spokely, Vitas, Willick & Worthington
NOES:	None
ABSTAIN:	None
ABSENT:	None

The nomination was **APPROVED**.

Commissioner Vitas nominated Commissioner Willick as Traffic Commission Alternative.

Chairman Spokely **SECONDED** the motion.

AYES:	Luebkehan, Spokely, Vitas, Willick & Worthington
NOES:	None
ABSTAIN:	None
ABSENT:	None

The nomination was **APPROVED**.

Chairman Spokely handed the gavel to newly elected Chair Worthington to finish the meeting.

IV. APPROVAL OF MINUTES

March 19, 2013
April 2, 2013
December 3, 2013

Approved as submitted.

V. PUBLIC COMMENT

None

VI. PUBLIC HEARING

A. TENTATIVE PARCEL MAP & TREE PERMIT – RIVERVIEW DRIVE (BUCKINGHAM/HOUSTON) - FILE LS 08-1 & 08-4. The applicant requests approval of a Tentative Parcel Map to subdivide an approximate ±.48 acre parcel into two (2) parcels of approximately 10,482 and 10,241 square feet in the Single Family Residential, Minimum Parcel Size 10,000 square foot (R-1-10) zone. The request also

includes a Tree Permit (File TP 08-4) to address the removal of, and potential impacts to, several native trees.

Planner Lowe presented the project and described the project details, including access, utilities, topography and tree removal.

Commissioner Luebke asked about the age of the arborist report.

Planner Lowe noted that typically arborist reports are more current, but didn't believe that an updated arborist report should be required. Typically, trees do not get better with time and an updated arborist report would likely reveal that trees identified as 2 and 3 would likely be 1 and 2 rated trees. Also, when an applicant builds on the property, an updated arborist report will be submitted at that time.

Planner Lowe further noted that the tree permit is associated with development of the property. No development is being proposed with the proposed Tentative Parcel Map.

Chair Worthington asked about the City's policy with respect to the age of studies, in this case, the arborist report.

Planner Lowe replied there are no specific policies, but are reviewed on a case by case basis. In this case, it was staff's opinion that a new arborist report was not warranted considering that an updated arborist report would need to be completed prior to building permit issuance.

Commissioner Spokely asked about the Tree Permit entitlement. Will there be any trees removed with the map.

Planner Lowe replied that no trees would be taken out with the map but would be taken out with subsequent development of the property with single family dwellings.

Chair Worthington opened the public hearing.

Lee Buckingham, applicant, addressed the Commission.

Mr. Buckingham noted that the trees would not be impacted until the lots are built upon.

Mr. Buckingham also noted that there were several Public Works Conditions that usually apply to larger subdivisions and may or may not be applicable to this project.

Chair Worthington asked for clarification as to which conditions Mr. Buckingham was referring to.

Mr. Buckingham noted that for example, a Geotechnical Report would only be required if the builder constructed a pad to build upon. Otherwise, a Geotechnical Report would not be required.

Commissioner Luebke referred to a letter received from a neighbor regarding the boulders on the property and the use of explosives for their potential removal.

Mr. Buckingham replied that he may or may not be the developer of the property.

Mr. Buckingham noted where feasible, retaining the boulders would be preferred. However, if the boulders were to be removed with the use of explosives, Public Works has numerous conditions that must be met in accordance with local and state laws governing such activity.

Mr. Buckingham also noted that he does not foresee any blasting for these lots.

Mr. Buckingham replied that he was agreeable with the Condition of Approval.

Chair Worthington asked Carie Huff, of Public Works to clarify the Public Works Conditions of Approval.

Mrs. Huff noted that Public Works Conditions of Approval anticipate if there is import of fill or grading for foundations that a Geotechnical report would be warranted.

Chair Worthington asked about the foundations for the area. Were they all raised foundations?

Planner Lowe noted that they are a combination of slab on grade and raised foundations and that the Condition of Approval allow for either.

Commissioner Spokely asked about the applicability of the Conditions of Approval, does it apply to all of the Conditions.

Carie Huff, Associate Engineer replied that the Conditions would only apply where applicable.

Justin Mallory of Riverview Drive addressed the Commission. Mr. Mallory was concerned about the splitting of the property and consistency with the neighborhood.

Chair Worthington noted that the applicant is not requesting a Variance with this application.

Planner Lowe noted that the project is consistent with the General Plan, Zoning and State Subdivision Map Act.

Mr. Houston, co-applicant addressed the Commission. Mr. Houston noted that the parcel sizes were consistent with the neighborhood.

Chair Worthington closed the public hearing.

Commissioner Spokely noted that due to health and rating of the trees on the property he is less concerned with the Tree entitlement considering that each individual builder will be required to submit tree reports with their building plans.

Commissioner Spokely also noted that potential blasting of the rock outcroppings is heavily regulated and should not be an issue if all of the requirements are followed.

Commissioner Willick also noted that with new technologies, blasting doesn't even need to be done as there are better ways of removing boulders.

Commissioner Spokely agreed and is in favor of the application.

Commissioner Vitas **MOVED** to adopt Resolution No. 13-19 to approve the Buckingham/Houston Parcel Map and Tree Permit as presented.

Chairman Willick **SECONDED** the motion.

AYES:	Luebkeman, Spokely, Vitas, Willick & Worthington
NOES:	None
ABSTAIN:	None
ABSENT:	None

The motion was **APPROVED**.

VII. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

A. City Council Meetings

None

B. Future Planning Commission Meetings

Planner Lowe noted that the next meeting will be on January 7, 2014.

C. Reports

None

VIII. PLANNING COMMISSION REPORTS

The purpose of these reports is to provide a forum for Planning Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If

a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

Commissioner Luebke provided an overview of the recent Traffic Committee Report to the Planning Commission.

IX. FUTURE PLANNING COMMISSION AGENDA ITEMS

Planning Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

None

X. ADJOURNMENT

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Lance E. Lowe, AICP
Associate Planner

**MINUTES OF THE
AUBURN CITY PLANNING COMMISSION MEETING
February 4, 2014**

The regular session of the Auburn City Planning Commission was called to order on February 4, 2014, at 8:07 p.m. by Chair Worthington in the Council Chambers, 1225 Lincoln Way, Auburn, California.

COMMISSIONERS PRESENT: Luebkehan, Spokely, Willick, Worthington

COMMISSIONERS ABSENT: Vitas

STAFF PRESENT: Will Wong, Community Development Director
Reg Murray, Senior Planner
Lance Lowe, AICP, Associate Planner

I. CALL TO ORDER

II. APPROVAL OF MINUTES

The Planning Commission minutes of January 21, 2014 were approved as presented.

III. PUBLIC COMMENT

None

IV. COMMISSION BUSINESS

A. Annual Planning Commission priorities list discussion

Planner Murray gave a brief overview of the staff report for the Planning Commission's priorities discussion.

Chair Worthington asked for staff to provide a "mid-year check" in July to inform the Commission as to where items on the list stand. She also asked for confirmation that the items on Planning Commission's list were tasks that staff would be working on.

Planner Murray noted that the items on the list were intended to be worked on primarily by the Commission, with minimal impact on CDD staff.

Chair Worthington asked the Commission if they wanted to select one of the two items to work on in the coming year.

Commissioner Spokely noted that the hillslope development guidelines would be the easiest for the commission to take on given the prior work associated with the

Baltimore Ravine Specific Plan (BRSP). He asked how new hillslope development guidelines would affect existing entitled projects.

Planner Murray commented that new guidelines would not affect existing, entitled projects.

Commissioner Worthington noted that the City held a workshop several years ago to consider whether it should create hillslope development guidelines. She asked whether draft guidelines were developed for that workshop.

Planner Murray stated that Council used the workshop to decide whether it should pursue the creation of development guidelines and confirmed that ultimately Council decided not to. He noted that staff at the time had surveyed grading standards from several other jurisdictions.

Director Wong suggested that the Commission retain their two priorities and wait to find out what Council elects to do with the General Plan update issue. If Council decides not to pursue the General Plan update, then staff will come back to the Commission to discuss which of its two items of interest to work on first.

Planner Murray reviewed some of the grading components from the BRSP and how some may translate to a grading ordinance and others might not.

Chair Spokely asked how long it might be before the Commission gets involved with the General Plan update process.

Planner Murray indicated that the Commission's involvement will be dependent on how the update process is organized.

Director Wong reviewed his plans for the General Plan proposal going to City Council and the Commission's anticipated involvement if the proposal is approved.

Commissioner Spokely suggested that the Commission retain the existing items on their priorities list.

Director Wong recommended including a footnote that the items are subject to Council's decision on the General Plan update.

B. Annual Housing Element Implementation report

Planner Murray presented the annual housing element implementation report.

C. Annual General Plan implementation work plan and checklist report

Planner Murray presented the annual General Plan implementation report.

Commissioner Spokely asked for clarification regarding the timing for Program N of the Housing Element.

Planner Murray reviewed Program N and the timing requirement for its completion.

D. Annual Land Use Plans and Implementation with SACOG *Blueprint* comparison

Planner Murray presented the report for the annual SACOG *Blueprint* review.

V. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

A. City Council Meetings

Planner Murray noted that the 2013 Housing Element update would be considered by the City Council on February 10, 2014.

B. Future Planning Commission Meetings

Director Wong commented that the Commission will hold a meeting on February 18, 2014.

C. Reports

None

VI. PLANNING COMMISSION REPORTS

The purpose of these reports is to provide a forum for Planning Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

None

VII. FUTURE PLANNING COMMISSION AGENDA ITEMS

Planning Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

None

VIII. ADJOURNMENT

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Reg Murray, Senior Planner

DRAFT

**MINUTES OF THE
AUBURN CITY PLANNING COMMISSION MEETING
February 18, 2014**

The regular session of the Auburn City Planning Commission was called to order on February 18, 2014, at 6:00 p.m. by Chair Worthington in the Council Chambers, 1225 Lincoln Way, Auburn, California.

COMMISSIONERS PRESENT: Luebkehan, Spokely, Vitas, Willick & Worthington

COMMISSIONERS ABSENT:

STAFF PRESENT: Will Wong, Community Development Director
Reg Murray, Senior Planner
Lance Lowe, AICP, Associate Planner

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

None

IV. PUBLIC COMMENT

This is the time provided so that persons may speak to the Commission on any item not on this agenda. Please make your comments as brief as possible. The Commission cannot act on items not included on this agenda; however, the items will be automatically referred to City staff.

V. PUBLIC HEARING

- A. USE PERMIT – 12972 EARHART AVENUE, SUITES 301 & 302 (AUBURN INTERFAITH FOOD CLOSET) – File # UP 14-01.** The applicant requests approval of a Use Permit to operate a Food Closet to be located at 12972 Earhart Avenue.

Planner Lowe presented the project, including, but not limited to: location, hours of operation, number of clients, parking spaces available on site and conditions of approval.

Chair Worthington asked about the parking spaces available on-site

Planner Lowe clarified the number of parking spaces on-site.

Chair Worthington asked about comments from the Airport Land Use Commission.

Planner Lowe noted that 2 conditions have been imposed as recommended by the Airport Land Use Commission.

Chair Worthington noted that the commission had received comment from the Auburn Airport Business Park Association (AABPA). Chair Worthington asked if staff had the opportunity to speak with Mr. Richard Anderson?

Planner Lowe noted that he had received the letter at the Community Development public counter and discussed the project and the AABPA concerns.

Commissioner Spokely asked how conditions of approval relating to the maximum number of people enforced?

Planner Lowe noted that if City of Auburn staff receive and verify a complaint that the numbers are being exceeded, staff can initiate revocation of the Use Permit for non-compliance with the Conditions of Approval.

Commissioner Spokely asked about the Airport Land Use Commission condition of 50 people at any one time. Is the applicant close to serving that many people at one time?

Director Wong noted that staff is very comfortable with the intensity numbers. Also, the Airport Land Use Compatibility Plan is being updated and intensity levels will likely increase.

Commissioner Luebke asked about call for service at the Auburn Airport.

Planner Lowe noted that in his discussions with Police Chief John Ruffcorn, no concerns were raised regarding the proposed use.

Chair Worthington opened the public hearing.

Sandy Bassett, 1242 Shadow Rock Drive, President of the Auburn Interfaith Food Closet, Inc. addressed the commission.

Ms. Bassett noted that she has been President for the last ten years and has served on the Food Closet Board since 1999.

Ms. Bassett noted that she has worked with John Ruffcorn and Bob Richardson to address the homeless issue in the Auburn area, but wanted to make clear who the Auburn Interfaith Food Closet serves.

Ms. Bassett noted that the Food Closet serves the needy in Auburn, including families, single mothers, disabled, the elderly, veterans, and others having difficulty

making ends meet. The homeless population is a small percent of the people that the Food Closet serves, representing approximately 12% of their clientele.

Ms. Bassett noted that the Food Closet essentially acts as a grocery store. The food that is distributed requires preparation.

Ms. Bassett discussed the background on why the Food Closet is moving from the County property.

Commissioner Vitas asked if the Food Closet considered other places?

Ms. Bassett noted that they looked at other locations, but this seemed to be the best fit considering their clientele and needs.

Ms. Bassett noted that she is in agreement with the staff recommendations and conditions of approval. Ms. Bassett also noted she would like to serve more people, but can work with the limitation of 50 people at one time.

Commissioner Spokely asked Ms. Bassett whether or not she anticipates the number of people to exceed 50 at one time?

Ms. Bassett replied that the number of clients have fluctuated, but does not foresee that they would exceed the 50 people at one time.

Commissioner Luebke asked about the tenant next door to the proposed location, has the Food Closet made contact with the tenant next door?

Ms. Bassett noted that both the Food Closet and landlord have had contact with the tenant next door to the proposed Food Closet location. The tenant has no objects to the Food Closet locating next door.

Commissioner Spokely inquired about the 12% homeless and how that is calculated and does the Food Closet have statistics on how clients arrive at their facility?

Ms. Bassett noted that the Food Closet requires a client to provide basic information, including address. If a client has no fixed address, it is assumed that they are homeless.

Ms. Bassett also noted that the Food Closet is starting to collect data on how clients arrive at the Food Closet. It is estimated that 89% of clients arrive by automobile; 5% walk; 4% arrive by bus; and, 1% arrive by bike.

Ms. Bassett noted that only Placer County dial-a-ride provides service so the Food Closet will be working with other transportation providers for expanded service.

Commissioner Spokely asked about the distance between the existing facility and proposed new location.

Ms. Bassett noted that the new facility will be approximately 2 miles from the current facility.

Gary Edwards, of 444 Nevada Street, Vice President of the Food Closet presented eight facts: 1) Food Closet was established in 1998; 2) 18 member churches support the Food Closet; 3) Food Closet has 170 volunteers; 4) 1,365 volunteer hours have been committed; 5) 73% of clients are from Auburn; 6) Food Closet serves 23,000 meals per month or 1,100 per day; 7) Food Closet has a budget of \$390,000; 8) Food Closet has no paid staff; 9) 12% of the clientele are homeless; 10) Food Closet serves 2,700 people per month.

Eric Hill of 3700 Country Meadow Ct. addressed the Commission. Mr. Hill noted that he is a volunteer and as a society, we have a moral obligation to serve people in need. Such a facility, should not be located in a residential zone, or located in Downtown Auburn, and an Industrial Park is the perfect location.

Todd Warner of 4860 Greyfox Lane, Auburn, CA serves on the board of directors. Mr. Warner noted that the Food Closet has a budget of \$390,000. Of that 175,000 represents food donations and 215,000 represents cash donations.

Mary Joe Vintner of 690 Silver Heights Place, Auburn, CA and board member of the Food Closet. Ms. Vintner provided statistics about the how people arrived at the Food Closet.

Gary Mappa of 350 Cuckoo Court of Applegate noted that he read the staff report and recommendations provided by staff and he concurs with the recommendations of staff. Mr. Mappa noted that the Food Closet is needed desperately so encourages the Planning Commission to approve the use.

Steve Galuccia, employee of 13079 Earhart Avenue, Morgan Advanced Materials noted that the Food Closet facility is needed; however, Mr. Galuccia noted that he has concerns with the proposed location considering the homeless issues experienced in the past that is not being addressed.

Mr. Galuccia noted that he is a member of the Auburn Business Park Association and that he believes that the use is a good thing but recommends that the use be approved for one year and should be reviewed again to make sure homeless and other issues are not made worse.

Commissioner Willick asked how long the use permit is good for and whether or not the use permit is reviewed on an annual basis?

Planner Lowe replied that the Use Permit runs with the land and unless there are conditions imposed to review the use permit at a later time, no further review will be conducted.

Suzy de Fossett, Director of the Gathering Inn addressed the Commission. Ms. de Fossett noted that the Food Closet has been in existence at their present location for 15 years. Last year there was one call for police service to the Food Closet. Ms. de Fossett noted that there have been no issues relating to loitering or other issues. Ms. de Fossett noted that the Food Closet will not impact police service provided by the City.

Chair Worthington noted that the current Food Closet at the Richardson Drive location is in close proximity to the Placer County Sheriff's Office and that presence may reduce potential issues of loitering and other offences.

Chair Worthington closed the public hearing.

Commissioner Spokely noted that the Auburn Airport Business Park Association had an existing concern at the Auburn Airport and Mr. Galuccia discussed the potential for a one year review of the Use Permit. Commissioner Spokely noted that he concurs with the one year review.

Commissioner Willick noted that if should a review were to occur, it should not be at any cost to the Food Closet.

Chair Worthington **MOVED** to Adopt Resolution No. 14-03 to approve the Use Permit for Auburn Interfaith Food Closet, as amended with the follow added Condition of Approval:

10. *The Community Development Department shall conduct a one year administrative review of the Food Closet facility. The findings of the one year review shall be presented to the Planning Commission, at a regularly scheduled Planning Commission meeting, and made available to the public.*

Commissioner Vitas **SECONDED** the motion.

AYES:	Luebke, Spokely, Vitas, Willick, Worthington
NOES:	None
ABSTAIN:	None
ABSENT:	None

The motion was **APPROVED**.

- B. VARIANCE – 110 CHANNING WAY (MURPHY TEA HOUSE) – FILE VA 14-1.** The applicant requests approval of a Variance to allow for the placement of an 8' x 6' accessory structure within the required 20-foot front yard setback of the property located at 110 Channing Way.

Planner Murray presented the staff report, reviewing the nature of the request, the findings supporting the variance, and reference materials provided by the applicant including letters and petitions in support of the request.

Chair Worthington asked if there is a location on the site where the tea house could be provided without a variance.

Planner Murray agreed that there is a location in the front yard where the tea house could be provided without the need for a variance.

Commissioner Luebkehan noted the support the applicant has for the variance request as demonstrated by the letters and petitions and asked how the structure came to the attention of the City.

Planner Murray noted that the location of the tea house came up in conjunction with a code enforcement case, that two other enforcement issues had already been resolved, and the sole remaining issue was the location of the tea house.

Chair Worthington opened the public hearing.

The applicants, Maureen Murphy and Scott Birk, asked for clarification regarding a condition of approval.

Planner Murray summarized the nature and purpose of the condition.

Ms. Murphy described her property and her reasons for locating the tea house in the front yard.

Mr. Birk commented on the support of their neighbors and some of the physical constraints of his property.

Commissioner Vitas noted that a neighbor had contacted him about keeping the property clean and orderly.

Chair Worthington closed the public hearing.

Commissioner Luebkehan asked about the maintenance of the property and the status of the variance.

Planner Murray informed the Commission that the variance “runs with the land,” so future owners of the property would also have the ability to have such a structure under the same standards (i.e. location; size).

Director Wong noted that a deed notice would need to be recorded against the property if the Commission wanted to limit this approval to the current owner.

Commissioner Spokely indicated his support for the variance request.

Commissioner Willick **MOVED** to adopt Resolution No. 14-02, approving the placement of an 8’ x 6’ accessory structure within the required 20’ front yard setback at 110 Channing Way, as presented.

Chair Spokely **SECONDED** the motion.

AYES:	Luebke, Spokely, Vitas, Willick, Worthington
NOES:	None
ABSTAIN:	None
ABSENT:	None

The motion was **APPROVED**.

VI. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

A. City Council Meetings

Director Wong noted that the HDRC presentation at City Council would occur on March 10th or March 24th.

B. Future Planning Commission Meetings

None

C. Reports

None

VII. PLANNING COMMISSION REPORTS

The purpose of these reports is to provide a forum for Planning Commissioners to bring forth their own ideas to the Commission. No decisions are to be made on these issues. If a Commissioner would like formal action on any of these discussed items, it will be placed on a future Commission agenda.

VIII. FUTURE PLANNING COMMISSION AGENDA ITEMS

Planning Commissioners will discuss and agree on items and/or projects to be placed on future Commission agendas for the purpose of updating the Commission on the progress of items and/or projects.

IX. ADJOURNMENT

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Reg Murray, Senior Planner

DRAFT



Memorandum

City of Auburn
Community Development Department

To: Planning Commission
From: Reg Murray, Senior Planner *RM*
Date: April 1, 2014
Subject: COMMISSION BUSINESS – Planning Commission Priorities Follow-up

The Planning Commission originally met on Tuesday, February 4, 2014 to conduct its annual review of planning issues and priorities. Discussion included staff's priorities for the coming year, the Commission's items of interest from last year, and the potential for an update to the Auburn General Plan. The Commission recognized that the Update would have a significant impact on both staff and the Commission, so it decided to table additional discussion about priorities until decisions on the GP Update.

Based on the City Council's initial budget discussions at the March 10, 2014 hearing, staff will not be moving forward with the GP Update at this time. As such, the Commission may wish to renew its discussion of planning issues and priorities for the coming year. The Commission identified two topics last year, and discussed them again briefly on February 4th:

- Hillside development guidelines - The Commission noted that hillside guidelines would involve both grading and development guidelines and emphasize residential standards.
- Landscape guidelines - The Commission indicated its intent for the landscape guidelines to focus on non-residential standards and include issues as tree palettes, water use efficiency, and LID (low impact development) principles.

The Commission's selection will be added to staff's work list and will be addressed upon completion of staff's following priorities:

- Sign Ordinance - Clean-up to address two minor items (election signs on vehicles; signs in the airport industrial zone).
- FEP/GP Fee – Proposal to establish a General Plan fee and amend the current city facilities (FEP) fee.
- Housing Element – Implement two programs from the 2013 Housing Element.
- Historic Design Review Guidelines – updates relating to signs and streetscape.

- HOME Grant – Staff anticipates applying for the 2014 HOME NOFA for the First Time Homebuyers and Owner-Occupied Rehabilitation Programs (if offered by the State).
- HDRC Priorities Follow-up – This includes coordinating the website updates, finalizing the commendation process, and finalizing the recognition signage historic resources.

To assist with the Planning Commission's discussion of planning issues and priorities, staff has updated the 2014 Special Projects List (Attachment 1). It reflects the Planning Commission's priorities from 2013 as well as an updated list of planning issues the Community Development Department anticipates working on in the coming year (excluding the GP Update).

ATTACHMENT:

1. 2014 Special Projects List (updated)

Ref: P:/Annual PC&CC Reporting/2014/PC Priorities 2014/PC Priorities Follow-up 4-1-14

COMMUNITY DEVELOPMENT DEPARTMENT - SPECIAL PROJECTS LIST

(4/1/14)

Comments

Project

PLANNING COMMISSION PRIORITIES	
1	Hillside Development Guidelines 3/19/13 - Utilizing the Hillside Development guidelines from the Baltimore Ravine Specific Plan, the Commission's interest is to review and develop Citywide grading and development guidelines for hillside development.
2	Landscape Guidelines 3/19/13 - Commission interest in reviewing the City's existing landscape requirements for development and develop new landscape guidelines, including tree palette, water efficiency (AB1881), and LID principles (Low Impact Development).
HDRC PRIORITIES	
3	Historic Design Review Guidelines 2/19/13 - Amend the Historic Design Review Guidelines for consistency with the 2012 sign ordinance update.
4	Historic Design Review Guidelines 2/7/12 - Amend the Historic Design Review Guidelines to include elements from the Auburn Streetscape project.
5	Historic Resource Nomination 2/4/14 - Review factors affecting historic resource nominations and consider developing a plan to increase the number of nominated resources, promote resource recognition via plaques, and promote informal recognition via commendations.
6	Workshops with Interest Groups 2/4/14 - Invite groups with cross-over interests to the HDRC in order to get a better understanding of that group's interests and how they relate to the HDRC and historic preservation.
STAFF PROJECTS	
7	FEP & General Plan Fee updates* * Staff priority Update the FEP fee and establish a fee towards the update of the General Plan
8	Housing Element Implementation* Complete programs from the 2013 Housing Element: 1) Rezone for Transitional Housing and Supportive Housing; 2) Outreach program with Alta.
9	HOME Grants* Apply for the 2014 HOME NOFA for the First Time Homebuyers and Owner-Occupied Rehabilitation Programs.
10	HDRC Followup* 3/24/14 - Coordinate website update(s); finalize commendation process; finalize recognition signage.
11	Placer County Airport Land Use Compatibility Plan Update Placer County Transportation Planning Agency is the Lead Agency for the update. Public Works and CDD staff are members of the Technical Advisory committee.

11	Placer County Airport Land Use Compatibility Plan Update	Placer County Transportation Planning Agency is the Lead Agency for the update. Public Works and CDD staff are members of the Technical Advisory committee.
12	Parking Management	Work with Old Town and Downtown business associations to implement additional parking management steps (e.g. 2-hr parking, employee parking, signage, etc.)
13	New Ordinances	a) Massage Ordinance b) Outdoor Music/Noise c) Park Fee Ordinance update d) Tree Ordinance update e) Water Efficiency/Landscape Ordinance
14	General Plan Implementation	Complete programs from the General Plan
15	Baltimore Ravine Specific Plan (BRSP)	a) Reimbursement agreement b) Improvement plans (bridge & Herdal extension)
16	CDBG Business Loan Program	
17	General Plan Update	3/10/14 - (On Hold) Potential update of the Auburn General Plan; pending review and authorization by City Council in March 2014.
18	Mapping & Geodatabase Update	3/10/14 - (On Hold) Create a geodatabase to be used to update the Land Use map and other maps in the Auburn General Plan, as well as the Zoning Map.
Completed Tasks		
19	Historic Resource Nomination	Amended the process to nominate historic resources (Approved 5/13/13)
20	HOME Grants	Administered the HOME First Time Home Buyer program and the HOME Owner Occupied Rehabilitation program; HOME contract expired 7/31/13
21	Roadway Naming	Established a process for the naming of roadways (Approved 9/9/13)
22	2008 Housing Element Implementation	Completed programs from the 2008-2013 Housing Element; included ordinances for Reasonable Accommodation, Residential Care Facilities, and Single Resident Occupancy units. Also included ordinance amendment and rezone for Emergency Shelters.
23	2013-2021 Housing Element Update	Processed update of the Auburn Housing Element. January 2014 - Commission review; February 2014 - Council adoption.
24	CDBG	Adopted update of CDBG Program Income Reuse Plan and Business Assistance Loan Program Guidelines (March 2013)
25	Economic Development	Auburn Foothills Franchise Conference (May 2013)
26	Annexation	Completion of Meyers Annexation tax sharing agreement (Sept 2013)

P:\Annual PC&CC Reporting\2014\PC Priority Projects\CC-PC Special Projects List 4-1-14